

Policies Governing Use of East Lyme Public Library Meeting Space

Hours of Use

The East Lyme Public Library meeting space will be available for use during regularly scheduled open hours. When the library has regularly scheduled commitments, the room will not be available during those periods.

Regular Hours are:

Monday, Tuesday, Wednesday.....9am to 8pm
Thursday and Friday.....9am to 5pm
Saturday.....9am to 4pm
Saturday during the summer.....9am to 1pm
Sunday (Mid-October to Mid-May).....1pm to 4pm
Sunday during the summer.....Closed

Programming/use of the room should end ten (10) minutes before library closing.

Type of Users

Use of the East Lyme Public Library meeting space by individuals or groups is encouraged for public gatherings of a civic, cultural, or educational purpose. The space is not available for meetings of social, money-raising, religious purpose, or for the benefit of private individuals or commercial concerns.

Application Procedure

The Associate Director or proxy will provide an application form to any qualified applicant and will process applications in order of receipt. Date will only be confirmed upon receipt of application.

Rules of Use to be Observed

1. Every use will have a designated individual responsible for supervision during room use and cleaning up afterwards.
2. No food or beverage (with the exception of bottled water) is allowed.
3. Groups are not to use the library address or telephone number as their own.
4. Users may provide their own audio-visual equipment or use the library equipment providing the operator is familiar with AV equipment.

Fees and Expenses

No fees are charged for use of the East Lyme Public Library meeting space.

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